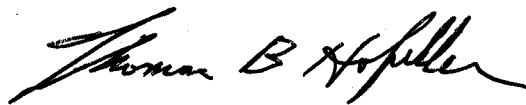


For: State Offices

**FY 2008 Budget and Hyperion Training**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Announcement**

The FY 2008 Budget and Hyperion Training has been scheduled in:

- Harrisburg, Pennsylvania, for Tuesday, April 8 through Thursday, April 10, 2008
- Kansas City, Missouri, for:
  - first session, Tuesday, April 22 through Thursday, April 24, 2008
  - second session, Tuesday, April 29 through Thursday, May 1, 2008.

**B Purpose**

This notice provides the following:

- hotel, travel, and meeting information
- instructions for documenting training in AgLearn.

**C Contact**

Direct questions about this notice to the following.

IF there are questions about...	THEN contact...
this notice, meeting, and attendees	Kim Floehr, BUD, by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:kim.floehr@wdc.usda.gov">kim.floehr@wdc.usda.gov</a></li> <li>• telephone at 202-720-3356.</li> </ul>
the hotel and reservations	Angela Payton, MSD, by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:angela.payton@wdc.usda.gov">angela.payton@wdc.usda.gov</a></li> <li>• telephone at 202-720-0482.</li> </ul>

<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2008	State Offices

## Notice BU-708

### 2 Meeting Information

#### A Meeting Dates and Locations

The meetings will be held on the following dates in the following locations.

Date	Location and Address
Tuesday, April 8 through Thursday, April 10, 2008	Pennsylvania State Office One Credit Union Place, Suite 320 Harrisburg, PA 17100-2994
<ul style="list-style-type: none"><li>• Tuesday, April 22 through Thursday, April 24, 2008</li><li>• Tuesday, April 29 through Thursday, May 1, 2008</li></ul>	Kansas City USDA Complex Beacon Facility 6501 Beacon Dr Kansas City, MO 64133

**Note:** Participants must show their USDA issued ID to gain access to the meetings.

#### C Participants

See Exhibit 1 for the number of attendees and session assignment for each State. Because of space restrictions, States will only be able to bring the designated number of attendees listed in Exhibit 1. States shall ensure that the participants attending the training are responsible for the State budgeting functions, specifically 1 of the attendees **must** be the person listed as the budget contact.

#### D Hotel Information

Participants shall:

- identify themselves as a participant of the “**USDA Budget and Finance Training**” to receive the Government room rate
- make their individual reservation with a credit card directly through the Reservation Office at the appropriate hotel according to the following.

Training Location	Hotel Address and Telephone	Reserve By COB	Room Rate
Harrisburg, Pennsylvania	Comfort Inn 7744 Linglestown Road Harrisburg, PA 17112	April 2, 2008	\$89
Kansas City, Missouri	The Q Hotel 560 Westport Rd Kansas City, MO 64111 800-942-4233	April 2, 2008	\$96

## Notice BU-708

### 2 Meeting Information (Continued)

#### E Travel Authorization

Each employee **must** have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization.

AD-202, block 25 should be filled with code “3”, “Training Attendance”. The meeting shall be called the “USDA Budget Training”.

When submitting AD-616, enter the same line of accounting as on AD-202.

Federal employee’s travel expenses are paid out of the State’s GS travel allocation. State Offices may submit actual travel expenses in their monthly submission of requests for reimbursement to their travel allotment by e-mail to either of the following respective budget analysts:

- for Northeast and Southeast areas, Christine Pyles at [christine.pyles@wdc.usda.gov](mailto:christine.pyles@wdc.usda.gov)
- for Midwest, Northwest, and Southwest areas, Tracey Blom at [tracey.blom@kcc.usda.gov](mailto:tracey.blom@kcc.usda.gov).

**Note:** E-mail a copy to DAFO at [arleen.moncalieri@wdc.usda.gov](mailto:arleen.moncalieri@wdc.usda.gov).

Travel is authorized:

- for expenses not to exceed:
  - \$133 per day for attendees of the session being held in **Harrisburg, Pennsylvania**, excluding taxes (\$89 for lodging and \$44 for M&IE), for attendance at the meeting
  - \$152 per day for attendees of the session being held in **Kansas City, Missouri**, excluding taxes (\$103 for lodging and \$49 for M&IE), for attendance at the meeting
- from Monday:
  - April 7 through Friday, April 11, 2008, for the training being held in **Harrisburg, Pennsylvania**
  - April 21 through Friday, April 25, 2008, for the first session of training being held in **Kansas City, Missouri**
  - April 28 through Friday, May 2, 2008, for the second session of training being held in **Kansas City, Missouri**.

**Notice BU-708**

**2 Meeting Information (Continued)**

**E Travel Authorization (Continued)**

Participants shall:

- make airline reservations to fly into Harrisburg, Pennsylvania, or Kansas City, Missouri, to participate in the meeting that will begin at 8 a.m. on Tuesday morning

**Note:** Participants are authorized to drive to the training as long as the cost of driving a POV does **not** exceed the cost of an airline ticket.

- **not schedule return flights before 3 p.m., if departing on Thursday.**

**F Ground Transportation**

Rental cars are:

- authorized for the session in Harrisburg, Pennsylvania

**Note:** Every effort should be made for attendees traveling from the same State to share vehicles.

- **not** authorized for the session in Kansas City, Missouri. Ground transportation from the airport to the hotel is as follows.

<b>Ground Transportation Option</b>	<b>Cost</b>
KCI Shuttle	\$18
Taxi	\$18

Ground transportation will be provided by B&B Tour and Charter Services from the hotel to the training facility in Kansas City, Missouri. The bus to carry attendees to the Beacon Building will depart from the front door of the hotel at 7:30 a.m. The bus will leave the Beacon Building at 4:15 p.m. to return to the hotel in the evening.

**G Training Meeting**

Training will be on Tuesday and Wednesday, from 8 a.m. to 4 p.m. Training on Thursday will be from 8 a.m. to noon. Instructors will be available from noon to 4 p.m. on Thursday for an attendees requesting additional assistance.

**Note:** Dress is business casual.

## Notice BU-708

### 2 Meeting Information (Continued)

#### F Training Material Requirements

All attendees shall bring a calculator for use during the training. All participants should also ensure that they have their user ID and password to Hyperion.

**Important:** **Harrisburg, Pennsylvania** attendees shall bring a laptop. Ensure that the following software is available:

- Hyperion Insight
- Excel.

### 3 Action

#### A State Office Action

Each State Office shall ensure that the following actions are taken.

Step	Action
1	Provide the names of the employees by Tuesday, March 25, 2008, to Kim Floehr, BUD, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <a href="mailto:kim.floehr@wdc.usda.gov">kim.floehr@wdc.usda.gov</a></li><li>• telephone at 202-720-3356.</li></ul>
2	Ensure that attendees have made their hotel reservations by: <ul style="list-style-type: none"><li>• April 2, 2008, for <b>Harrisburg, Pennsylvania</b></li><li>• April 2, 2008, for <b>Kansas City, Missouri</b>.</li></ul>
3	Instruct attendees <b>not schedule return flights before 3 p.m. on the Thursday of their training session.</b>

## Notice BU-708

### 3 Action (Continued)

#### B Document Training in AgLearn

Each participant shall document the training no later than COB April 2, 2008, through AgLearn.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	Under the “Student” tab, CLICK: <ul style="list-style-type: none"><li>• “Login”</li><li>• “Continue” on the warning screen.</li></ul>
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"><li>• enter the user ID and password</li><li>• CLICK “Login”.</li></ul>
4	CLICK “Catalog” located at the top of the screen.
5	Under the “Subjects” tab, click the triangle (▶) next to the “AgLearn Original Courseware Structure”.  <b>Note:</b> This takes a moment to open.
6	CLICK “Farm Service Agency” located on the left side of the screen.
7	Find “FY 2008 Budget and Hyperion Training” and CLICK “Register”.
8	Under the “Registration Comment” Section: <ul style="list-style-type: none"><li>• enter the title and State name in the “Comments” box</li><li>• CLICK “Confirm”.</li></ul> <b>Note:</b> An e-mail confirmation will be received in the next hour.

#### C Reasonable Accommodations

Attendees shall notify the airlines and hotel of any specific accommodations that are necessary. Attendees with disabilities who require accommodations to attend or participate in this training meeting shall contact Kim Floehr, BUD, by either of the following:

- e-mail at [kim.floehr@wdc.usda.gov](mailto:kim.floehr@wdc.usda.gov)
- telephone at 202-720-3356.

**Training States and Number of Participants**

**A Harrisburg, Pennsylvania, April 8 through April 10, 2008**

State	Number of Participants
Connecticut	2
Delaware	2
Maryland	2
Massachusetts	2
New Hampshire	2
New Jersey	2
Pennsylvania	2
Rhode Island	1
Vermont	2
Ohio	2
Virginia	2
Michigan	2
<b>Total</b>	<b>23</b>

**Important:** Pennsylvania attendees shall bring a laptop with Hyperion Insight and Excel installed.

## Training States and Number of Participants (Continued)

## B First Session in Kansas City, Missouri, April 22 through April 24, 2008

State	Number of Participants
Alabama	2
Arkansas	2
Kentucky	2
Louisiana	2
North Carolina	2
Puerto Rico	2
Tennessee	2
Illinois	3
Indiana	2
Minnesota	2
Missouri	2
Arizona	2
California	2
Colorado	2
Hawaii	2
Kansas	3
Nevada	2
Oklahoma	2
Texas	3
<b>Total</b>	<b>41</b>



## Training States and Number of Participants (Continued)

## C Second Session in Kansas City, Missouri, April 29 through May 1, 2008

State	Number of Participants
Maine	2
New York	2
West Virginia	2
Florida	2
Georgia	2
Mississippi	2
South Carolina	2
Iowa	3
Wisconsin	2
New Mexico	2
Utah	2
South Dakota	2
Wyoming	2
Alaska	1
Idaho	2
Montana	2
Nebraska	2
North Dakota	2
Oregon	2
Washington	2
<b>Total</b>	<b>41</b>